

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

June 21, 2016

SUBJECT: REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE — REVISED; HATE CRIME SUPPLEMENTAL REPORT, FORM 03.01.05 — ACTIVATED; AND, HATE CRIME/INCIDENT GUIDELINES, FORM 18.44.00 — REVISED

PURPOSE: This Order revises Department Manual Section 4/203.25, *Reporting Incidents Motivated by Hatred or Prejudice*; activates the Hate Crime Supplemental Report, Form 03.01.05; and, revises the Hate Crime/Incident Guidelines, Form 18.44.00.

PROCEDURE:

- I. REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE — REVISED.** Department Manual Section 4/203.25, *Reporting Incidents Motivated by Hatred or Prejudice*, has been revised to include completion of the Hate Crime Supplemental Report. Attached is the revised Manual section with the revisions indicated in italics.
- II. HATE CRIME SUPPLEMENTAL REPORT, FORM 03.01.05 — ACTIVATED.** The Hate Crime Supplemental Report, Form 03.01.05, has been activated to document parts of a hate crime or hatred incident investigation.
 - A. Use of Form.** This form shall be used by sworn officers who are completing a crime or a combined crime and arrest report related to a hate crime or hatred incident **and** shall be attached to the Investigative Report, Form 03.01.00, or Arrest Report, Form 05.02.00, as the last two pages of the primary report.
 - B. Completion.** The officer conducting the preliminary investigation of a hate crime or hatred incident shall complete the Hate Crime Supplemental Report. The completion of this form is self-explanatory.
 - C. Distribution.** This form is to be distributed as a page of all hate crime or hatred incident-related crime or combined crime and arrest reports.
- III. HATE CRIME/INCIDENT GUIDELINES, FORM 18.44.00 — REVISED.** The Hate Crime/Incident Guidelines, Form 18.44.00, has been revised to include the completion of the Hate Crime Supplemental Report when completing a crime or combined crime and arrest report related to a hate crime or hatred incident investigation. Attached is the revised Hate Crime/Incident Guidelines with the revisions indicated in italics.

FORM AVAILABILITY: The Hate Crime Supplemental Report and the Hate Crime/Incident Guidelines are available in E-Forms on the Department's Local Area Network (LAN) and is attached for immediate use and duplication. The "Form Use" link applicable to these forms has been updated and is accessible in E-Forms on the Department's LAN. All other versions of the Hate Crime/Incident Guidelines shall be marked "obsolete" and placed into the divisional recycling bin.

AMENDMENT: This Order amends Section 4/203.25 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'C. Beck', is written over the printed name and title.

CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 12, 2016**

203.25 REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE.

Hate Crime – Defined. A hate crime is any criminal act or attempted *criminal act* directed against a person(s), public agency or private institution based on the victim's actual or perceived race, nationality, religion, sexual orientation, disability, gender or because the agency or institution is identified or associated with a person or group of an identifiable race, nationality, religion, sexual orientation, disability or gender. A hate crime includes an act which results in injury, however slight; a verbal threat of violence which apparently can be carried out; an act which results in property damage; and, property damage or other criminal act(s) directed against a public or private agency.

Hatred Incident – Defined. A hatred incident is any non-criminal act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability or gender. Hatred incidents include, but are not limited to, epithets, distribution of hate material in public places, posting of hate material that does not result in property damage, and the display of offensive material on one's own property.

Employee's Responsibilities. A Department employee who becomes aware of a crime or incident motivated by hatred or prejudice shall:

- Investigate the crime or incident in a timely manner;
- Notify the watch commander, Area of occurrence;
- Notify Real-Time Analysis and Critical Response (*RACR*) Division for inclusion of the crime or incident in the Chief of Police 24-Hour Occurrence Log and document the notification in the related report;
- Complete the appropriate crime or arrest report(s) and check the "MOTIVATED BY HATRED/PREJUDICE" box. If the incident does not constitute a specific crime, the *Investigative Report (IR)*, *Form 03.01.00*, shall be titled "Hatred Incident;" and,
- Complete the *Hate Crime Supplemental Report*, *Form 03.01.05*.

Note: An IR shall be completed whenever an officer becomes aware of any incident, whether criminal or non-criminal, which meets the criteria of an incident motivated by hatred or prejudice. The unwillingness of the victim *related to an* incident motivated by hatred or prejudice to sign a report, or the absence of a victim to the incident, does not exempt officers from the requirement to complete an IR *regarding* the incident.

Investigation by Field Units. Field units assigned to calls or discovering *crimes or incidents* motivated by hatred or prejudice shall:

- Investigate the *crime or incident* and take appropriate action;
- Telephonically notify *RACR Division* of the *crime or incident*;
- Complete an IR and/or Arrest Report, *Form 03.01.00*, on all *crimes or incidents* motivated by hatred or prejudice and check the "MOTIVATED BY HATRED/PREJUDICE" box; and,
- Complete the *Hate Crime Supplemental Report* and attach it as the last two pages of the IR and/or Arrest Report.

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If the circumstances of an incident do not provide the corpus delicti of a specific crime, a short form IR shall be completed and titled "Hatred Incident." In cases where there is no specific crime, do not list persons possibly responsible for the incident as suspects. *Such* persons shall be listed in the "Involved Persons" section of the IR.

Watch Commander's Responsibilities. Upon notification that a crime or incident motivated by hatred or prejudice has occurred, the Watch Commander shall:

- Review all reports for completeness, including the notification to *RACR Division* and cause the reports to be distributed as soon as possible, but no later than the end of watch;
- *Ensure that the "MOTIVATED BY HATRED/PREJUDICE" box is checked;*
- *Ensure that the Hate Crime Supplemental Report is completed;*
- Make an entry regarding the matter in the Watch Commander's Daily Report, Form 15.80.00;
- Forward a copy of the Watch Commander's Daily Report entry, along with a copy of the Sergeant's Daily Report, Form 15.48.00, documenting the contact with the victim to the Area Hate Crime Coordinator; and,
- Direct a sergeant to immediately respond to the scene of a major crime or incident motivated by hatred, such as major property damage involved, injury to a victim, or vandalism to a house of worship.

Records Unit's Responsibilities. Upon receipt of a crime or incident motivated by a hatred or prejudice report, records unit personnel shall:

- Enter the information into the Consolidated Crime Analysis Database (CCAD), including the "crime or incident motivated by hatred or prejudice" code; and,
- Distribute the report(s) as soon as possible, but no later than 24 hours after the report is taken. In addition to the established distribution, an extra copy of the IR and Arrest Report shall be distributed to:
 - 1 – Detective Bureau;
 - 1 – Criminal Conspiracy Section (CCS), Major Crimes Division (MCD);
 - 1 – Community Relationship Division, *Office of Constitutional Policing and Policy*; and,
 - 1 – Hate Crimes Coordinator, Robbery-Homicide Division (RHD).

Area Hate Crime Coordinator's Responsibilities. The Commanding Officer, Area Detective Division, is the Hate Crime Coordinator for his/her command and shall:

- Assign a specific detective supervisor to coordinate the investigation of all hate crimes and incidents;
- Ensure that a specific detective is assigned to investigate each crime or incident and that an appropriate response is provided to each victim including, but not limited to, compliance with the mandated *10 calendar day* follow-up;
- Ensure that each crime or incident is entered into CCAD properly; and,

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- Cause a monthly summary of all hate crimes *or* incidents to be prepared and forwarded to the bureau commanding officer *via* the Area commanding officer within two business days of the following month.

Detective's Responsibilities. A detective assigned to investigate a crime or incident motivated by hatred or prejudice shall:

- Contact the victim within *10* calendar days of the crime or incident and reassure the victim of the Department's commitment to identifying the suspect and obtain follow-up information;
- Document any additional information on a Follow-up Investigation, Form 03.14.00;
- Present all felony hate crime investigations in which the suspect is identified, to the *Los Angeles County* District Attorney's Hate Crimes Section and, as appropriate, to the Civil Rights Division, Department of Justice, for filing consideration;
- Present all misdemeanor hate crime investigations in which the suspect is identified to the Special Enforcement Section, Office of the City Attorney, and as appropriate, to the Office of the United States Attorney, Civil Rights Liaison; and,
- Provide the command's Hate Crime Coordinator with a copy of all reports related to the incident *within 10 working days of completion*.

Note: Upon receipt of a *Follow-Up Investigation*, indicating that a previously reported incident was determined in fact not to have been motivated by hatred or prejudice, that incident shall not be included in the statistics.

Area Commanding Officer's Responsibilities. The Area commanding officer shall:

- Use all available resources in responding to community needs in combating hate crimes and incidents; and,
- Review and forward the monthly summary of hate crimes or incidents to the bureau commanding officer within two business days of receiving the monthly summary.

Bureau Commanding Officer's Responsibilities. The bureau commanding officer shall:

- Review each subordinate command's monthly summary of hate crimes or incidents;
- Forward *copies* of the monthly summaries to Detective Bureau (DB), CCS, MCD and RHD within *two* business days of receiving the reports; and,
- Initiate a semi-annual audit to verify the accuracy of each monthly hate crime summary submitted by subordinate commands and forward a copy of the audit to DB.

Police Sciences and Training Bureau Responsibilities. Police Sciences and Training Bureau is responsible for providing Department personnel with training pertaining to the proper handling of crimes or incidents motivated by hatred or prejudice.

Los Angeles Police Department
HATE CRIME SUPPLEMENTAL REPORT

BKG # _____

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DR # _____

VICTIM	<p align="center"><u>Victim Type:</u></p> <p><input type="checkbox"/> Individual Legal name: (Last, First) _____ Other Names used (AKA): _____</p> <p><input type="checkbox"/> School, business or organization Name: _____ Type: _____ (e.g., non-profit, private, public school)</p> <p>Address: _____</p> <p><input type="checkbox"/> Faith-based organization Name: _____ Faith: _____ Address: _____</p>	<p align="center"><u>Target of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Person <input type="checkbox"/> Private property <input type="checkbox"/> Public property</p> <p><input type="checkbox"/> Other: _____</p> <p align="center"><u>Nature of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Bodily injury <input type="checkbox"/> Threat of violence</p> <p><input type="checkbox"/> Property damage</p> <p><input type="checkbox"/> Other crime: _____</p> <p>Property damage - estimated value: _____</p>
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BIAS	<p align="center"><u>Type of Bias:</u> (Check all characteristics that apply):</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Gender identity/expression</p> <p><input type="checkbox"/> Sexual orientation</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Ethnicity</p> <p><input type="checkbox"/> Nationality</p> <p><input type="checkbox"/> Religion</p> <p><input type="checkbox"/> Significant day of offense (e.g., 9/11, holy days)</p> <p><input type="checkbox"/> Other: _____</p> <p>Specify disability (be specific): _____</p>	<p align="center"><u>Actual or Perceived Bias - Victim's Statement</u></p> <p><input type="checkbox"/> Actual bias [Victim actually has the indicated characteristic(s)].</p> <p><input type="checkbox"/> Perceived bias [Suspect believed victim had the indicated characteristic(s)].</p> <p>If perceived, explain the circumstances in narrative portion of Report.</p> <p align="center"><u>Reason for Bias:</u></p> <p>Do you feel you were targeted based on one of these characteristics?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain in narrative portion of Report.</p> <p>Do you know what motivated the suspect to commit this crime?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain in narrative portion of Report.</p> <p>Do you feel you were targeted because you associated yourself with an individual or a group?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain in narrative portion of Report.</p> <p>Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Describe in narrative portion of Report.</p> <p>Are there Indicators the suspect is affiliated with a criminal street gang?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Describe in narrative portion of Report.</p>
	<p align="center"><u>Bias Indicators (Check all that apply):</u></p> <p><input type="checkbox"/> Hate speech <input type="checkbox"/> Acts/gestures <input type="checkbox"/> Property damage <input type="checkbox"/> Symbol used</p> <p><input type="checkbox"/> Written/electronic communication <input type="checkbox"/> Graffiti/spray paint <input type="checkbox"/> Other: _____</p> <p>Describe with exact detail in narrative portion of Report.</p>	

HISTORY	<p align="center"><u>Relationship Between Suspect & Victim:</u></p> <p>Suspect known to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Nature of relationship: _____</p> <p>Length of relationship: _____</p> <p>If Yes, describe in narrative portion of Report.</p>	<p><input type="checkbox"/> Prior reported incidents with suspect? Total # _____</p> <p><input type="checkbox"/> Prior unreported incidents with suspect? Total # _____</p> <p>Restraining orders? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe in narrative portion of Report.</p> <p>Type of order: _____ Order/Case #: _____</p>
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WEAPONS	<p>Weapon(s) used during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____</p>
	<p>Weapon(s) booked as evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Automated Firearms System (AFS) Inquiry attached to Report? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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HATE CRIME SUPPLEMENTAL REPORT

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EVIDENCE	Witnesses present during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Statements taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Evidence collected? <input type="checkbox"/> Yes <input type="checkbox"/> No		Recordings: <input type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Booked	
	Photos taken? <input type="checkbox"/> Yes <input type="checkbox"/> No		Suspect identified: <input type="checkbox"/> Field ID <input type="checkbox"/> By photo	
	Total # of photos: _____ D #: _____		<input type="checkbox"/> Known to victim	
Taken by: _____		Serial #: _____		

OBSERVATIONS	<u>VICTIM</u>	<u>SUSPECT</u>
	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____

ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):

Has suspect ever threatened you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has suspect ever harmed you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does suspect possess or have access to a firearm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you afraid for your safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other information that may be helpful?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Resources offered at scene: ☐ Yes ☐ No Type: _____

MEDICAL	<u>Victim</u>	<u>Suspect</u>	Paramedics at scene? <input type="checkbox"/> Yes <input type="checkbox"/> No Unit #: _____ Name(s)/ID #: _____ Hospital: _____ Jail Dispensary: _____ Physician/Doctor: _____ Patient #: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Declined medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Will seek own medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Received medical treatment
Authorization to Release Medical Information, Form 05.03.00, signed? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Reporting Officer (Name/Rank)	Date	Serial #	Division/Detail
Reporting Officer (Name/Rank)	Date	Serial #	Division/Detail
Supervisor Approving (Name/Rank)	Date	Serial #	Division/Detail

HATE CRIME/INCIDENT GUIDELINES

These guidelines shall be followed for investigations of Hate Crimes and Hate Incidents.

DEFINITIONS:

HATE CRIME

A Hate Crime is any criminal act or attempted criminal act directed against a person(s), public agency or private institution based on the victim's actual or perceived race, nationality, religion, sexual orientation, disability, or gender or because the agency or institution is identified or associated with a person or group of an identifiable race, nationality, religion, sexual orientation, disability, or gender. A Hate Crime includes an act which results in injury, however slight; a verbal threat of violence which apparently can be carried out; an act which results in property damage; and property damage or other criminal act(s) directed against a public or private agency.

HATE INCIDENT

A Hate Incident is any non-criminal act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability or gender. Hate Incidents include, but are not limited to, epithets, distribution of hate material in public places, posting of hate material that does not result in property damage, and the display of offensive material on one's own property.

I. ARRIVAL AT SCENE

- * Determine location/condition of victim;
- * Obtain medical treatment as needed;
- * Determine if suspect is still at scene;
- * Locate and identify witnesses;
- * Request witnesses remain for questioning; and,
- * Determine if a Hate Crime or Hate Incident has occurred.

II. INVESTIGATIVE REPORT, FORM 03.01.00

- * Investigate the crime or incident in a timely manner;
- * Interview victims/witnesses separately;
- * Notify the watch commander, Area of occurrence;
- * Notify the Real-Time Analysis Critical Response (RACR) at (213) 978-6500 for inclusion of the crime or incident in the Chief of Police 24-hour occurrence log and document the notification in the related report;
- * Complete the appropriate crime or arrest report(s) and check the "MOTIVATED BY HATRED/PREJUDICE" box;
- * *Complete the Hate Crime Supplemental Report, Form 03.01.05, and attach it to the IR and/or Arrest Report as the last two pages of the report;*
- * If the incident does not constitute a specific crime, the IR shall be titled "Hate Incident;"
- * Collect all evidence including that which verifies motive; and,

- * Provide support/resources for the victim.

III. INTERVIEW VICTIMS/WITNESSES

- * Interview victims/witnesses separately;
- * Establish the elements of the crime and other details relating to who, what, when, where, why and how; and,
- * Questions to consider:
 - ✓ Do you (victim/witness) perceive the action of the offender to be motivated by bias or bigotry (regardless of the victim's actual inclusion in that protected group), why?
 - ✓ Do you think you were targeted, why?
 - ✓ Who do you think is responsible, why?
 - ✓ Were there any offensive symbols, words or acts associated with hate groups used?
 - ✓ Are you the only member (or one of a few) of a protected class who lives in the area?
 - ✓ Have there been any prior incidents?
 - ✓ Has there been any recent public activity that would make you (victim) a target?
 - ✓ Did the suspect carry any literature regarding a particular group?
 - ✓ Did the incident occur on a holiday or day of significance to the victim's or offender's group?
 - ✓ Did the suspect have tattoos or clothing that stand out in your mind?

Note: Victims may be reluctant to be identified with a protected group. Witnesses may fear retaliation and therefore feel fearful or hesitant to get involved.

IV. IF SUSPECT IS TAKEN INTO CUSTODY

- * Prevent communication between suspect and victim/witnesses;
- * Record spontaneous statements made by the suspect (many times hate crime suspects will be proud of their actions and anxious to talk);
- * Administer Admonition of Rights; and,
- * Questions to consider (only after Admonition of Rights):
 - ✓ Why did you pick this person?
 - ✓ How do you feel about this person/group?
 - ✓ Did you go looking for this person or group?
 - ✓ Did you select the victim at random?
 - ✓ Do you belong to a group or organization?
 - ✓ Are any others involved in the crime?
 - ✓ Do they have a mission or agenda directed toward this person or a particular group?

V. EVIDENCE

- * Photograph any evidence that substantiates the motive, e.g., hate graffiti, cross burning, swastikas, suspect's attire, etc.;
- * Recover weapons and book or photograph; and,

- * Identify, retrieve or photograph other evidence, e.g., bloody clothing, destroyed property, hate material, suspect's attire if appropriate, etc.

VI. COMPLETING CRIME REPORT

- * Complete a Request for Confidentiality of Information, Form 03.02.00;
- * Title the report according to the criminal violation and add "HATE CRIME" to the title, e.g., BATTERY/HATE CRIME;
- * Check the "MOTIVATED BY HATRED/ PREJUDICE" box in the MO section;
- * *Complete the Hate Crime Supplemental Report, Form 03.01.05, and attach it to the IR and/or Arrest Report as the last two pages of the report;*
- * Notify the RACR telephone (213) 978-6500 and enter the name of the person contacted in the notification box;
- * Ensure that elements of all involved crimes are included in the report; and,
- * Document the following in the narrative:
 - ✓ Motivation or the lack of motivation;
 - ✓ Any photographs that were taken;
 - ✓ *Medical treatment* obtained;
 - ✓ If the victims and suspects are members of different groups;
 - ✓ Describe the manner and means of attack; and,
 - ✓ Describe any relevant ongoing neighborhood events.

Note: In crime reports, Penal Code Section 422.6 or 422.7 will be identified as additional offenses. The underlying crime (i.e., battery, vandalism, assault, etc.) should be listed as the main offense.

VII. COMPLETING INCIDENT REPORT (NON-CRIMINAL INVESTIGATIONS)

- * Officers shall complete an IR titled "HATE INCIDENT;"
- * Include the motivation of the suspect;
- * Check the "MOTIVATED BY HATRED/ PREJUDICE" box in the MO section;
- * *Complete the Hate Crime Supplemental Report, Form 03.01.05, and attach it to the IR and/or Arrest Report as the last two pages of the report; and,*
- * List persons possibly responsible for the incident in the "INVOLVED PERSONS" section of the IR as "witnesses."

Note: The unwillingness of the victim of an incident motivated by hatred or prejudice to sign a report, or the absence of a victim to an incident, does not exempt officers from the requirement to complete an IR, Form 03.01.00.

VIII. ADDITIONAL RESPONSIBILITIES

Watch Commander

- * Review all reports for completeness, including the notification to RACR and cause the reports to be distributed as soon as possible, but no later than the end of watch;
- * *Ensure that the "MOTIVATED BY HATRED/ PREJUDICE" box is checked;*
- * *Ensure that the Hate Crime Supplemental Report is completed;*
- * Direct a sergeant to immediately respond to the scene of a major crime or incident motivated by hatred such as major property damage involved, injury to victim, or vandalism to a house of worship;
- * Make an entry regarding the matter in the Watch Commander's Daily Report, Form 15.80.00; and,
- * Forward a copy of the Watch Commander's Daily Report entry along with a copy of the Sergeant's log documenting the contact with the victim to the Area Hate Crime Coordinator.

Area Detectives

- * Contact the victim within 10 calendar days of the crime or incident and assure the victim of the Department's interest in identifying the suspect and obtain follow-up information;
- * Document any additional information on a Follow-up Investigation, Form 03.14.00;
- * Present all felony hate crime investigations in which the suspect is identified to the District Attorney Hate Crime Suppression Unit and, as appropriate, to the Office of the United States Attorney, Civil Rights Liaison for filing consideration;
- * Present all misdemeanor hate crime investigations in which the suspect is identified to the Special Enforcement Section, Office of the City Attorney, and as appropriate, to the Office of the United States Attorney, Civil Rights Liaison;
- * Contact appropriate *Victim Impact Program* Coordinator if applicable per Operations Notice No. 2, dated 5/14/2002; and,
- * Provide the command's Hate Crime Coordinator with a copy of all reports related to the incident within 10 working days of completion. This includes all reclassified reports.

POLICY STATEMENTS:

The City of Los Angeles values the great diversity of its people and recognizes that a threat against any portion of our community is truly a threat against our diverse way of life. Acts or threats of violence motivated by hatred or prejudice are serious acts, often vicious in nature, which tear at the fabric of our community. These occurrences generate fear and concern among victims as well as the entire community and have the potential of recurring, escalating and possibly causing counter-violence.

It is the policy of the Los Angeles Police Department to ensure that the rights of all people, as guaranteed by the Constitutions of the United States and the State of California, are protected. Among those constitutional guarantees is the right of all people to live without fear of attack by or threat from an individual or group due to hatred or prejudice. An act or a threat of violence motivated by hatred or prejudice threatens this constitutional guarantee and generates fear and concern among victims and the public. When any act motivated by hatred or prejudice occurs, the Department will ensure that it is dealt with on a priority basis and use every necessary legal resource to rapidly and decisively identify the suspects and bring them to justice.